AICTE-NEQIP Project, Bongaigaon Polytechnic  
1st Board of Governors Meeting  
Venue-Conference Hall, Bongaigaon Polytechnic  
Date-- 9th May, 2014  Time-11A.M

Minutes of the meeting

1. Mr. Ratan Kr. Ghosh, Principal cum member Secretary, NEQIP, Bongaigaon Polytechnic briefed the objective of AICTE-NEQIP scheme and the purpose of the meeting. In his welcome address he wished that with the suggestion and guidelines forwarded by BOG will enable the institute to implement the project successfully.

2. Mr. Chakradhar Das, Member BOG, detailed with a slide presentation about the NEQIP project at Bongaigaon Polytechnic and also the action plan prepared for implementation of 1st phase of the project.

3. Dr. Atul Bora, Hon’ble Director of Technical Education, Assam mentioned that the project covers a holistic approach to the structural and academic development of the Institute. He said that the entire project has three component as Academic, Administrative and financial and thus the money should be spent in a structured manner. He suggested that as the institute has to implement different project like community college, RUSA etc, so action Plan should be prepared with a comparative justification with existing facilities to avoid repetition of materials purchased in regard to strengthening laboratory, furniture etc. He suggested to take care of the institute’s interest in regard to faculty development and also to frame guidelines in identifying Resource persons from Industry, academic institute to implement clauses like Remedial Classes, Industry-Institute-Interaction, academic reforms, faculty development and thus every component should be mapped so that at the end of the project the institute gets a visible change in every aspects. Dr. Bora mentioned that 31st July, 2014 is not necessarily the last date for hurriedly utilizing the 1st phase of the project by the institute. He suggested to review the action plan for successful implementation of the project and assured to resolve any bottleneck of the scheme.

4. Dr. Anjan Dutta Prof. Deptt. Of Civil Engineering, IIT, Guwahati and AICTE nominee suggested for clinical analysis of the shortcomings of the institute as a whole and comprehend the plan. He suggested summer course as alternatives to remedial classes during academic session. He also said that the soft copies of some text and reference books published by Indian publication especially for diploma level students may not be available and in that case hard copies in more number may be purchased. He also suggested that for R&D activities some planning should be done so that the institute can sustain in terms of research and consultancy at the end of the project. He also stressed on purchase and installation of instrument utilizing the fund allocated for R&D as per requirement of industry and with justification how the same is relevant to R&D. He also stressed on modernization of strengthening of laboratory and in doing so there should not be any repetition of materials purchased under different project to be implemented in the institute.
5. Dr. Debabrata Chakraborty, Prof. Deptt. Of Mechanical Engineering IIT, Guwahati and Chairman, Board of Governors questioned on selection of SC/ST/weak students for remedial classes and suggested for modalities in selection of students for remedial classes. He stressed on effective utilization of fund following norms and justification and a error free strategic plan to cover the holistic nature of the project. He categorically mentioned to follow General finance rule(GFR), Govt. of India for purchase and other expenditure related to the project and inviting EOI for appointment of external Auditor. He assured his best cooperation and wished the successful implementation of the scheme for the development of the institute in every aspect.

6. Dr. Mrigen Das, Ex Principal, Birjhora Mahavidyalaya and member BOG suggested that some part of the action plan may be reviewed in consultation with the experts namely the Chairman, Hon’ble DTE, AICTE Nominee at Guwahati and the revised action plan will be placed to the Board members for approval, so that the project activities could be initiated at the earliest.

8. Mr. Manoj kr. Saud, Lect (S.G.) in Automobile Engg Bongaigaon Polytechnic offered vote of Thanks.

(Dr. Debabrata Chakrabarty)
Chairman, Board of Governors, AICTE-NEQIP,
Bongaigaon Polytechnic, Bongaigaon.

(Dr. Atul Bora) (Dr. Anjan Dutta)

(Dr. Khanindra Kr. Sarma) (Dr. Mrigen Das)

(Mr. Ratan Ghosh) (Mr. S. N. Brahma Choudhury)

(Mr. Raju Gopal) (Mr. Chakradhar Das) (Mr. Monoj Saud)
Resolutions:

After the discussion on the NEQIP project and on the Action Plan for Phase-I, following resolutions are taken unanimously at 1st BOG meeting at Bongaigaon Polytechnic on 9th May, 2014:

1. The formation of the Polytechnic level Project Implementation Unit (PPIU) for AICTE-NEQIP and all other sub-committees are hereby approved.

2. It is resolved to spend judiciously the sanctioned amount as the project covers a holistic approach to structural & academic development of the institute.

3. It is resolved to justify the selection of SC/ST/weak students for remedial classes based on statistics and prepare a guidelines for monitoring the scheme.

4. In the head of academic reforms, Programme should be chalked out as per need of the Institute and academic reforms of faculty & other staff. In reference to selecting faculty for up-gradation of qualification care has to be taken on the need of the institution and a guideline has to be framed for the same.

5. It is resolved to frame a policy in making coherence between NEQIP and Community College in regard to implementation of Industry-Institute-Interaction scheme.

6. All purchase and construction related to modernization of infrastructure has to be done with justification and comparative analysis with existing infrastructure to avoid repetition. Existing General Finance Rule (GFR) and purchase rule of the Govt. of India would be followed for the same.

7. For re-appropriation of any clause of the scheme if deemed fit, approval of funding agency will be sought.

8. For civil construction works it is resolved to invite EOI from parties and the approval will be accorded subject to the verification of the design and estimates of the parties by construction committee.

9. The appointment of Chartered Accountant for audit will be approved following scrutiny of EOI to be invited from auditor’s farm.
10. Due to non-availability of soft copies of books for Polytechnic level, hard copies of books instead of soft copy (CD/DVD) are allowed to purchase.

11. TA to the honorable members of BOG would be reimbursed on the basis of actual expenses following rules.

12. Rupees 1000/ is fixed as honarium per honorable members of BOG for attending the BOG meeting.

13. TA and DA would be paid to the key personal related to this project as per Govt. Norms.

14. All accounts has to be audited by both the internal and external (CA) auditor.

15. Expenditure till date of Rs. 36,059.00 (Rupees Thirty Six Thousand fifty nine) only is hereby approved.

16. It is resolved to review the action plan in consultation with technical experts, Chairman, AICTE Nominee of BOG and Director of Technical Education, Govt. of Assam.

17. Revised action plan will be placed in the next BOG meeting for earliest implementation of the 1st phase of the project.

(Dr. Debabrata Chakrabarty)  (Dr. Anjan Dutta)
Chairman, Board of Governors, AICTE-NEQIP,
Bongaigaon Polytechnic, Bongaigaon.

(Dr. Atul Bora)  (Dr. Khanindra Kr. Sarma)  (Dr. Mrigen Das)

(Dr. Mr. Ratan Ghosh)  (Mr. S. N. Brahma Choudhury)

(Mr. Raju Gopal)  (Mr. Chakradhar Das)  (Mr. Monoj Saud)